

# Guidelines for the creation of publications

Version 3.0  
July 2007

From Word 2007

Verlag der  
Österreichischen Akademie  
der Wissenschaften



**OAW**

Guidelines for the Creation of Publications (from Word 2007)			
General	Structured Text	Scans / Graphics	Appendix

## RELEVANT LINKS

Guidelines: <http://hw.oeaw.ac.at/richtlinien>

Document templates: <http://hw.oeaw.ac.at/richtlinien/dokumentvorlagen>

MultiKey: <http://www.oeaw.ac.at/kal/multikey/>

Classical Text Editor: <http://www.oeaw.ac.at/kvk/cte/>

Vademecum: <http://hw.oeaw.ac.at/vademecum>

Notice sheet: <http://hw.oeaw.ac.at/vademecum/Merkblatt.pdf>

Submission form for manuscripts: <http://hw.oeaw.ac.at/vademecum/Einreichformular.doc>

Deadlines for the Publication Committee:

[http://hw.oeaw.ac.at/vademecum/Termine\\_d\\_Publikationskommission.pdf](http://hw.oeaw.ac.at/vademecum/Termine_d_Publikationskommission.pdf)

Obligatoria: <http://hw.oeaw.ac.at/vademecum/Obligatoria.pdf>

Citation rules: <http://hw.oeaw.ac.at/vademecum/Zitierregeln.pdf>

Guidelines for the creation of electronic publications in PDF format: <http://hw.oeaw.ac.at/ep>

PDF settings: <http://hw.oeaw.ac.at/richtlinien/PDF-Einstellungen>

Microsoft Office online help: <http://office.microsoft.com/de-de/>

Unicode: <http://www.unicode.org/>

Email addresses:

Hannes Weinberger, Production manager at the Academy of Sciences Press:

[hannes.weinberger@oeaw.ac.at](mailto:hannes.weinberger@oeaw.ac.at)

Contact address for electronic publishing: [epub@oeaw.ac.at](mailto:epub@oeaw.ac.at)

Guidelines for the Creation of Publications (from Word 2007)			
General	Structured Text	Scans / Graphics	Appendix

# TABLE OF CONTENTS

<b>1. GENERAL .....</b>	<b>5</b>
<b>1.1 Summary .....</b>	<b>5</b>
1.1.1 Structured text .....	5
1.1.2 Scans/graphics .....	5
1.1.3 Make-up/layout/PDF for printing/PDF online/CD and DVD production .....	6
<b>2. CREATION OF THE MANUSCRIPT ON THE BASIS OF STRUCTURED TEXT ..</b>	<b>7</b>
<b>2.1 Document templates in Word .....</b>	<b>7</b>
7	
2.1.1 List of the document templates .....	8
2.1.2 Where do I find a document template and how do I install it? .....	11
2.1.3 How do I work with a document template? .....	13
2.1.4 Format templates .....	14
2.1.5 Working with existing (unstructured texts) .....	16
2.1.6 Document names .....	17
• You can use Latin letters of the ASCII set of characters, underline, hyphen and numbers but the document name must not begin with "0x". .....	17
2.1.7 Word settings .....	17
2.1.8 Fonts .....	18
2.1.9 What is Unicode? .....	19
2.1.10 MultiKey .....	19
2.1.11 Some hints on formatting .....	21
<b>2.2 XML Editor with editing system .....</b>	<b>25</b>
2.2.1 Brief overview of XML .....	25
<b>2.3 Classical Text Editor .....</b>	<b>26</b>
<b>2.4 Microsoft Word as XML-Editor .....</b>	<b>26</b>
<b>3. SCANNING BLACK AND WHITE AND COLOUR PICTURES .....</b>	<b>27</b>
<b>3.1 Graphics .....</b>	<b>28</b>
<b>APPENDIX .....</b>	<b>31</b>
Instructions for installing a certificate .....	31



Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang

# 1. GENERAL

In October 2005, the Austrian Academy of Sciences Press for the first time provided technically binding guidelines for the preparation of publications.

Depending on requirements – technical changes, author suggestions, etc – we make every effort to keep them permanently up to date.

Word 2007 has not only radically changed the user interface but also provides a different access to many Word commands.

In order to avoid excessive confusion for authors, Version 3.0 of the guidelines is available in two forms, one for users up to Word 2003 and one for users from Word 2007 on.

The same applies to document templates.

The versions are identified on the title sheet.

All details and references in this edition of the Guidelines refer to Word 2007, and there may be slight differences for older versions. The screenshots were made under Windows XP (depending on operating system and user-defined settings, there may be differences in the representation).

## 1.1 Summary

### 1.1.1 Structured text

The Guidelines describe three types of structured text creation:

The Microsoft Word word processing program

The XML Editor and the

Classical Text Editor.

The text is the basis for any publication.

The most suitable form for further processing and the production of publications at the Austrian Academy of Sciences (ÖAW) is the creation of a “structured text”.

Structured text is characterised by the regular and consistent use of text markers. For instance, for the first headings level the same format template, the same XML tag etc. are used throughout the entire work. The advantage of this regularity becomes clear during further processing – specifically in layout programs, online systems and databases.

### 1.1.2 Scans/graphics

The “Scans/graphics” chapter contains a general description of the most important criteria to be complied with for these activities.

Images and graphics created according to these specifications correspond with the technical requirements for offset printing and digital printing.

If you are uncertain, you can still submit good-quality originals for scanning or digital data together with the necessary details for further processing.

Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang

### 1.1.3 Make-up/layout/PDF for printing/PDF online/CD and DVD production

The Production Manager is responsible for organising the technical production and layout of a publication.

Good typography makes reading easier and helps to make the content understandable.

Alongside print production, there are a number of possibilities for using the data contained a book in different forms.

A decision on the data format required is taken on a case-by-case basis.

Experience has shown that in many cases the handling of make-up/layout/PDF for printing/PDF online/CD and DVD production causes problems if the Production Manager is not consulted personally.

Make up and layout on the one hand, because of the different natures of the programs, and PDF for printing and PDF online on the other hand, because of rapid technical changes.

These aspects have been removed from the Guidelines so that the account can always be taken of the latest situation.

Mr. Hannes Weinberger, Production Manager at ÖAW, Tel. 01 51581/1286,

Email [hannes.weinberger@oeaw.ac.at](mailto:hannes.weinberger@oeaw.ac.at), is available as contact person.

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Graphics	Appendix

## 2. CREATION OF THE MANUSCRIPT ON THE BASIS OF STRUCTURED TEXT

Formally and technically correct data are necessary if production processes are to proceed rapidly and inexpensively. A central aspect is the support for the authors and the editors, both informally and in technical terms.

For the creation of structured data, the Austrian Academy of Sciences Press provides various possibilities, the focus being on Word users.

### 2.1 Document templates in Word

Document templates of file type “.dotm”) are a special type of Microsoft Word 2007 document in which; amongst other things; format templates, macros, key combinations and user-defined symbol toolbars are stored. All these functions are available in a document that has been created using a document template. Under Word 2007, there are also document templates without macros with file extension “.dotx”.

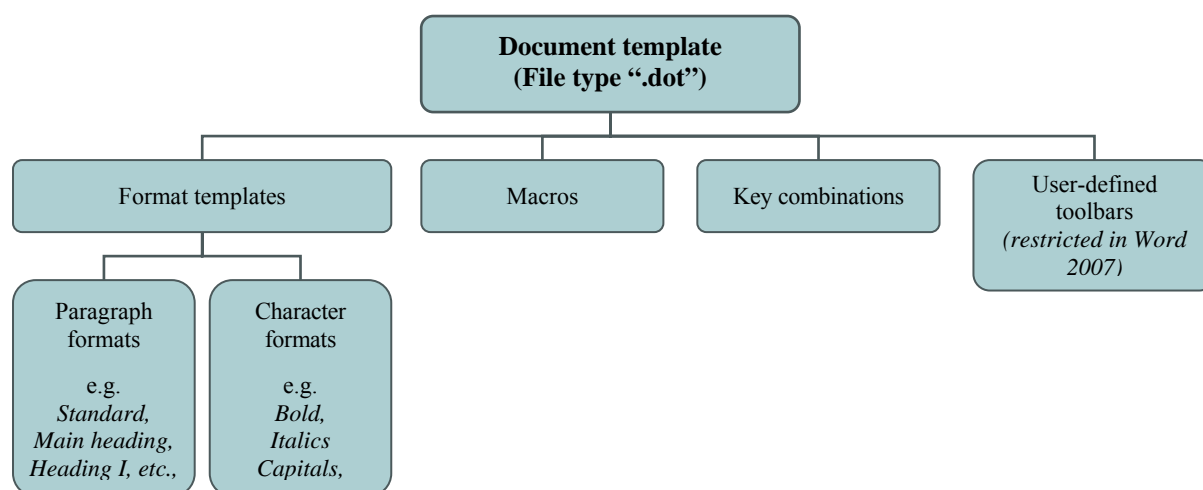
Document templates firstly save the author considerable work by allowing access to ready-made specifications, and secondly they make the adjustment to the final book layout easier, leading to huge cost savings.

The document templates have been tested using the following program versions:

Windows: Word 2007

For older versions of Word there are separate document templates identifiable by the extension “.dot”.

#### Structure of a document template



Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

### 2.1.1 List of the document templates

Because of the large number of publications, the Word document templates have been classified according to the various Commissions. This aids clarity on the one hand and on the other hand any subsequent change only affects individual templates. Small deviations in appearance in the past have been eliminated so that certain document templates are now valid for several Commissions.

Document template	Commission or Institute for
<b>Anzeiger.dot</b>	Philological-historical class
<b>ArchA.dot</b>	Archaeologia Austriaca
<b>Archaeologie.dot</b>	Institute for Studies of Ancient Culture (archaeological research, Velia studies, Roman Limes in Austria...)
<b>Bleisiegel.dot</b>	Commission Byzantine Research
<b>Buchwesen-Mittelalter.dot</b>	Texts and Books of the Middle Ages
<b>Ephesos-A4.dot</b>	Research in
<b>Ephesos-Großformat NEU.dot</b> Ephesus	
<b>Fercan.dot</b>	Prehistoric Commission
<b>Fruehzeit.dot</b>	Mycenean Studies
<b>Habsburger.dot</b>	History of the Habsburg Monarchy
<b>Historie.dot</b>	Historical Commission
<b>Innocenz.dot</b>	Board of Trustees for the Historical Institute in Rome
<b>Inschriften.dot</b>	Medieval Research
<b>Jahreshefte.dot</b>	Austrian Archaeological Institute
<b>Kelten.dot</b>	Prehistory and Early History



Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

<b>Kunstgeschichte.dot</b>	History of Art
<b>Marinelli.dot</b>	Literature
<b>Mittelalterforschung.dot</b>	Medieval Research
<b>Monarchie.dot</b>	Historical Commission
<b>Mykenisch.dot</b>	Mycenean Studies
<b>Numismatik.dot</b>	Numismatic Commission
<b>OENB.dot</b>	
<b>OENB-Graz.dot</b>	Illuminated manuscripts of the OeNB
<b>Praehist-2.dot</b>	
<b>Praehist-3.dot</b>	Prehistoric Commission
<b>Slav-JB.dot</b>	Balkan Commission
<b>Taetigkeitsbericht.dot</b>	Administrative offices
<b>TIB-Text.dot</b>	Tabula Imperii Byzantini (text element) The existing TIB.dot is used in its current form for the Lemmata and is available from the Commission for the Tabula Imperii Byzantini.
<b>Varia.dot</b>	Ancient Literature and Latin Tradition Legal History of Ancient States Balkan Commission Byzantine Research Historical Institute at the Austrian Cultural Institute in Rome Iranian Studies Classical Philology Commission of Asia Minor Cultural and Intellectual History of Asia Culture Studies and History of Theatre Literary Utility Forms

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

Linguistics and Communication Research  
 Music Research  
 Philosophy and Didactics  
 Phonogram archive  
 Daily Life and Material Culture of the Middle Ages and the  
 Early Modern Period  
 Austrian Legal History  
 Social anthropology  
 Urban and Regional Research

**WZKS.dot**

Studies in Southern Asia, Tibet and Buddhism

**Note:** The document templates have been created on the basis of works already published. If you find that the format templates they define are not sufficient, please contact the Production Manager.

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

## 2.1.2 Where do I find a document template and how do I install it?

Document templates can be found at <http://hw.oeaw.ac.at/richtlinien/dokumentvorlagen>

To download, **right-click** on the link and select “**Save target as...**”

Example: Varia.dotm

• *Word 2007:*

The Word options “*Extended/General/Files saved to...*” allows you to see where the computer stores the user templates.



The Word options are reached using the Office Button

Copy the document template “*varia.dotm*” to this template directory.

Under Windows XP, this is usually called:

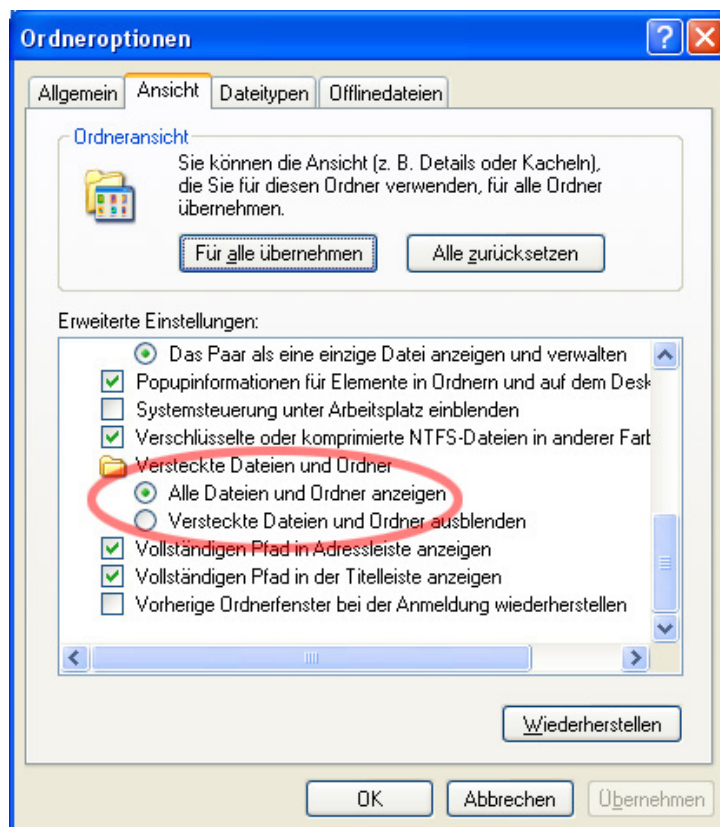
**C:\ Documents and Settings\<NAME>\*\applications data \Microsoft\Templates**

Under Windows Vista, the default template directory is usually called:

**C:\Benutzer\<NAME>\*\AppData\Roaming\Microsoft\Templates**

\* <NAME> is the Windows name of the user in question

Warning: The “Applications date” and “AppData” directory are normally hidden; in order to show them in Explorer, activate the button in the Explorer window “*Show all files and directories*” for “*Hidden files and directories*” under “*Tools/file options/View/Extended settings*” (Windows XP) or under “*Organise/Directories and search options/View/Extended settings*” (Windows Vista)



Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

**Macro security:** In the Word options (accessed via the Office Button) click on “*Trust center / Settings for the Trust center ... / Settings for macros*”. In order to be able to use all the functions of the document template, please select “*Deactivate all macros except for digitally signed macros*” and confirm with OK.

The default template directory is contained in the list of trusted locations (“*Office Button / Word options / Trust center / Settings for the Trust center ... / Trusted locations*”).

This means that all the document templates in the default template directory are trusted and no security warning is displayed.

If you do not have access to the default template directory, please contact your system administrator or use the “**alternative**” for installing document templates:

**Copy the file: “Varia.dot”, to the directory in which your future publication is stored.**

Double click on the file “Varia.dot” to create a new Word document using the document template “Varia.dot”. (Note: do not open the document template from Word using “*Office Button / Open*”).

Disadvantages of this alternative:

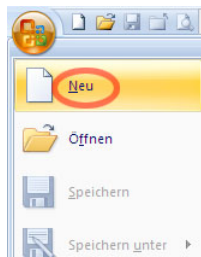
1. This method does not permit a new file to be created from Word using “*Office Button / New*”, nor is the document template displayed under the “Most recently used templates”.
2. Because of the macros contained in the document templates, whenever you open a file that has been created on the basis of a document template not installed in the default template file,

you will see a **security warning:**  Sicherheitswarnung Makros wurden deaktiviert. [Optionen...](#)

If your wish to use the macros, click on “Options” and install the certificate with which the macro projects in the document templates were signed (see Appendix). This would include the certificate in the list of “Trusted issuers” and the security warning would no longer appear.

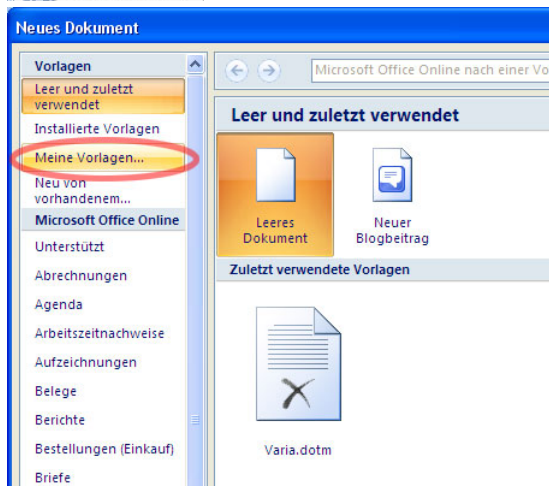
Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Graphics	Appendix

### 2.1.3 How do I work with a document template?

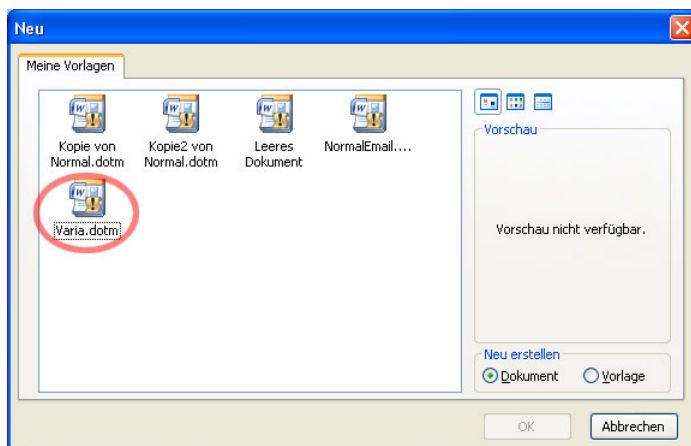


When creating a new file with Word (“*Office Button/New*”), you can select the template to be used for the new file (except if you have used the alternative possibility for installing document templates).

Click on “*Office Button/New*” to reach the dialogue window “*New document*”.



Click on “*My templates...*” to reach your document templates.



This generates a new window from which you can select the template you need, e.g. “*Varia.dotm*”.

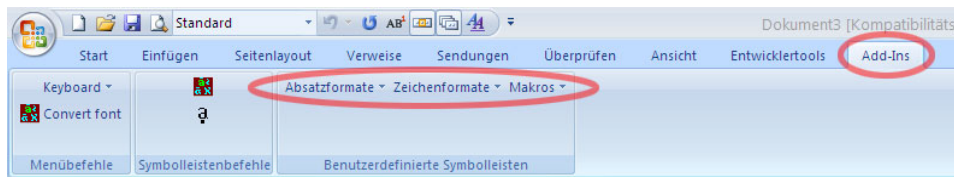
Once you have already used a template, it is also displayed under “*Most recently used templates*” in the dialogue window “*New document*” and can be selected directly there.

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Graphics	Appendix

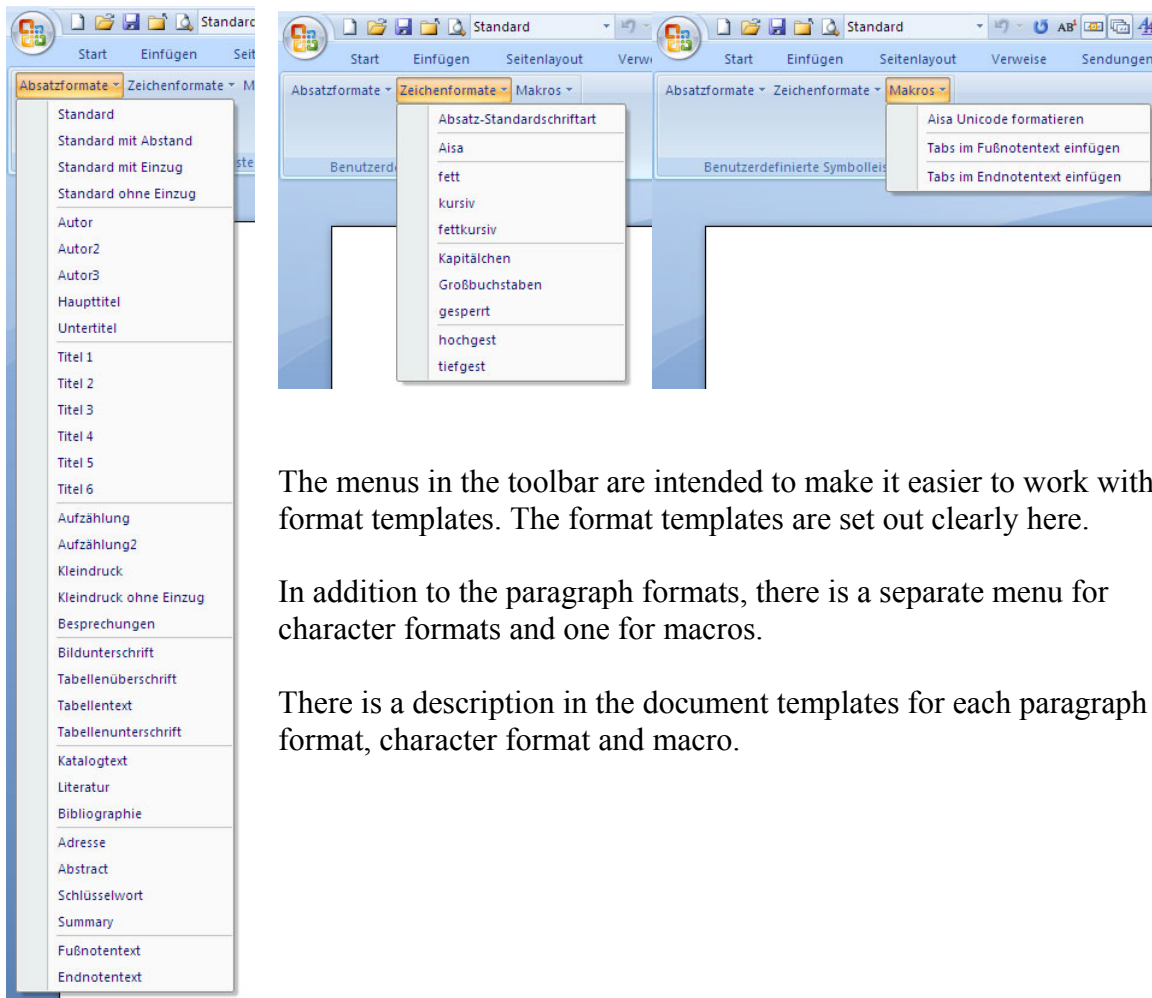
## 2.1.4 Format templates

Format templates can be used in Word to specify a whole series of text characteristics (font size, font, indentation, spacing, etc.) at once.

The document template “Varia.dotm” also includes a user-defined taskbar with menus for paragraph formats, character formats and macros. User-defined toolbars are shown under “Add-ins” in Word 2007



Word 2007 no longer allows the position of the toolbars to be changed.



The menus in the toolbar are intended to make it easier to work with the format templates. The format templates are set out clearly here.

In addition to the paragraph formats, there is a separate menu for character formats and one for macros.

There is a description in the document templates for each paragraph format, character format and macro.

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix



A new feature in Word 2007 is the rapid format template list (identifiable by the miniature views with “AaBbCc”) under “Start” in the group “Format templates”. All the paragraph formats of the document template in question can also be found here. If you position the cursor over a miniature view of a rapid format template, you can see what effect the template will have on the marked text.

Using Ctrl- Alt-Shift-S or clicking on the small arrow in the group “Format templates” at the bottom right (see screenshot) superimposes the “Format templates” window on the right of the screen.

This Word window lists the format templates alphabetically and without any subdivisions.

The most important format templates can also be allocated to key combinations.

These are set out in the individual descriptions for the document templates.

Example: Heading 1= Ctrl and “1 on the number key pad”.



Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

## 2.1.5 Working with existing (unstructured texts)

Basically, the document templates available are intended for the creation of new text documents.

However, if you need to work with and format existing (unstructured) texts with the format templates from a specific document template, the following procedure is to be applied:

- Create a new file using “*Office Button/New*” using the desired document template (see Chapter 2.1.3) or double click on the desired “.dot” file if the alternative for installing document templates has been selected.
- Using “*Insert / Text / Object / Text from file...*” insert the existing (unstructured) file into the empty document.

The text of the existing file has now been inserted in a “new file” and the format templates of the desired document template (“e.g. Varia.dotm”) are now available.

The individual paragraphs can now be allocated to the required format templates using the user-defined symbol bar “Format templates,” the rapid format templates list or the Word window “Format templates”. See the description in the chapter on “Format templates”.

Please note that format templates and manual formatting from the existing file are not lost but are taken over when inserted in the new file.

The removal of this manual formatting – if it is not wanted – and the allocation of the desired formats templates may involve considerable work.

Post-hoc formatting unfortunately causes difficulties in Microsoft Word. Some manual formatting is lost when paragraph formats are allocated, above all the font “Aisa Unicode”. To solve this problem, the document template “Varia.dotm” contains a macro under the name “Formatting Aisa Unicode”. Information on the use of this macro can be found in the example text on the document template “Varia.dotm”.

We recommend that format templates that are no longer required and have been transferred together with the existing file (e.g. “text body”) should be deleted.



Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

## 2.1.6 Document names

The files must be named according to the rules specified. The background for this regulated naming of files is to be found in the transmission to online publication and in the server functions implemented for this purpose.

Publications of collective volumes or journals:

**“JOEB-55\_04-Hoerandne”**

Publication title    No.\*    Author

Books by an author such as “Fettweis”:

**“Fettweis\_01-Bergbau”**

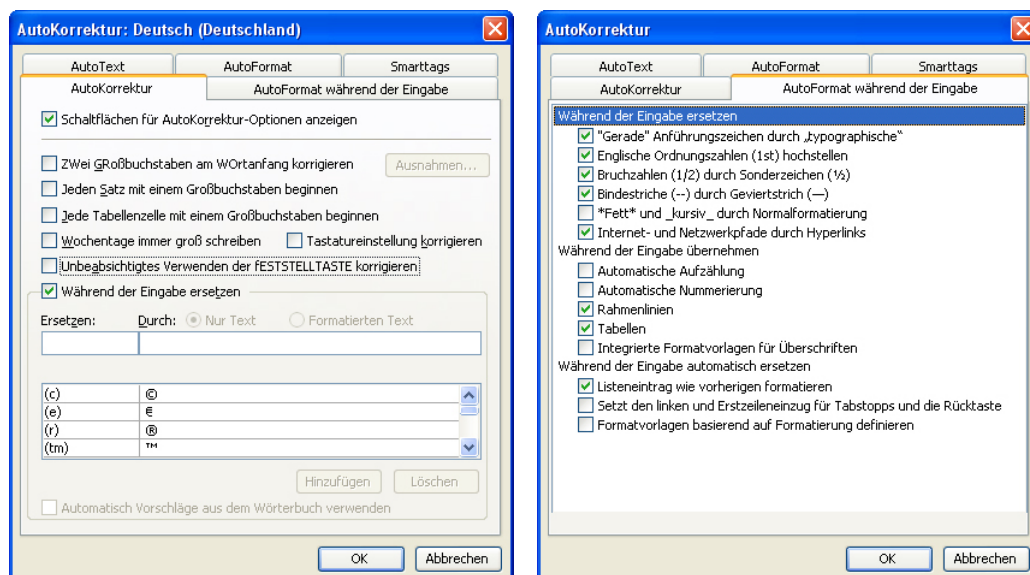
Author    No.\*    Chapter

\* Consecutive number to allow the files to be listed in the correct sequence.

- You can use Latin letters of the ASCII set of characters, underline, hyphen and numbers but the document name must not begin with “0x”.
- Umlauts, letters with accents or special characters ( \ / \* ? , < > | ; . ) must not be used.

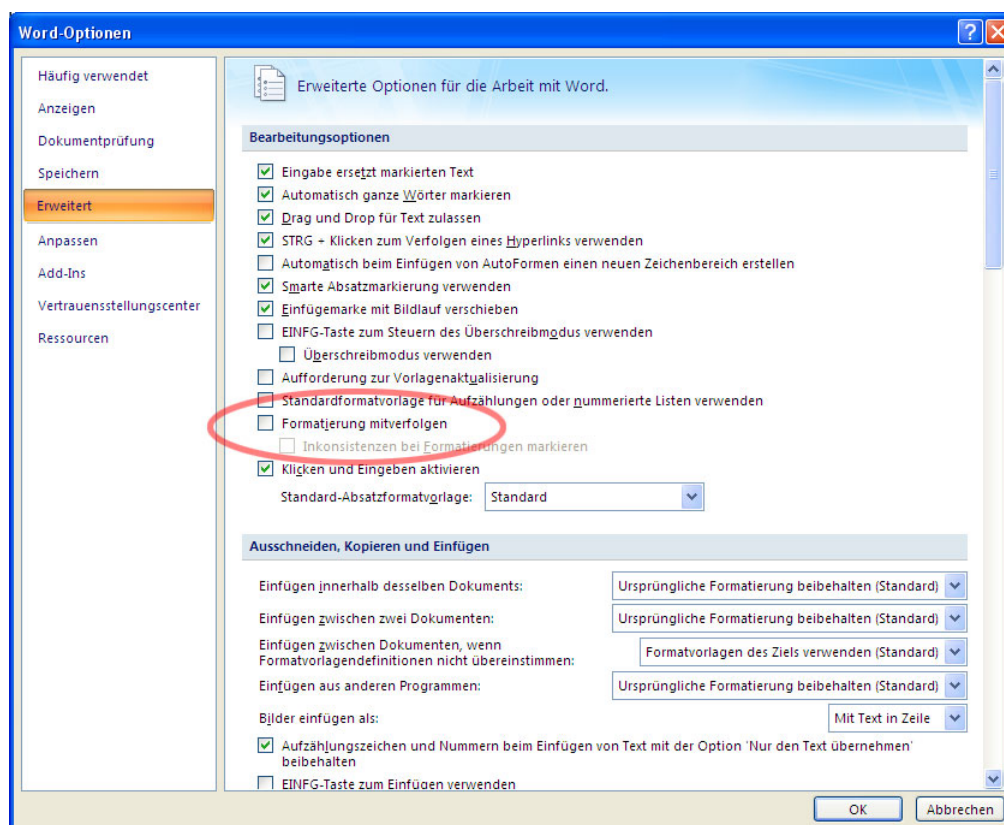
## 2.1.7 Word settings

Word is set by default such that “auto correction” automatically corrects typing errors. However, this automatic correction often produces unwanted results. For this reason, the automatic replacement of typing errors must be adjusted to your own requirements, and options not required should be deactivated. Click on: “Office Button / Word options / Check document / AutoCorrect options/ AutoCorrect options ...”.



The settings for “AutoFormat during input” should also be adjusted to your own needs. We recommend deactivating the items “Automatic listing”, “automatic numbering” and “\*Bold\* and \_italic\_ replaced by normal formatting”. You must without fail deactivate the item “Define format templates on the basis of formatting”.

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix



**You must without fail deactivate the option “Track formatting” under “Office Button / Word options / Extended”.**

## 2.1.8 Fonts

The basic font in the document templates “Times New Roman”.

This font is a Unicode-compatible font and has a large number of Unicode characters. In addition, once MultiKey has been installed (see 2.1.10), access is also available to the “Aisa Unicode” font.

Exceptions to these are the document templates “Mykenisch.dotm” and “Kelten.dotm” (Titus Cyberbit Basic), “OENB.dotm” (Arial), “WZKS.dotm” (Gandhari Unicode) and in part “Jahreshefte.dotm” (Garamond). If these exceptions are used, please contact the Production Manager first.

There are also different versions of fonts and the number of characters is continuously being increased. A new version of the “Times New Roman” font is supplied with Windows Vista. The new version contains all the ancient Greek characters and many Latin characters and accents have been added.

Consequently, Windows Vista users can manage without the “Aisa Unicode” font.

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

## 2.1.9 What is Unicode?

Unicode is an international standard that lays down a digital code for each meaningful character or text element of all known alphabetic cultures and character systems. Its aim is to eliminate the problem of the different incompatible codings in the different countries. A document written in Unicode is always compatible, irrespective of country-specific settings and operating systems.

However, it requires a Unicode-compatible operating system, a Unicode-compatible application and a Unicode-compatible font (<http://www.unicode.org/>).

The set of Unicode characters has now reached the point that it can no longer be included completely in one font. A maximum of 65,536 characters are allowed for true type and open type fonts. Accordingly, the Unicode-conformity of a font does not mean that the entire set of characters must be included, and only that the selection of characters included has been coded in accordance with the standard.

## 2.1.10 MultiKey

This tool was developed by Dr. Stefan Hagel and allows Unicode text to be entered easily in various languages under Microsoft Word and supplies the Unicode “Aisa Unicode” font and a conversion tool.

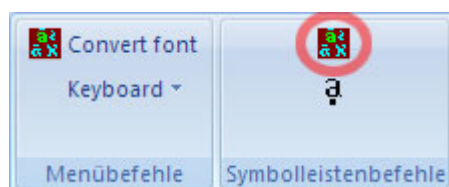
The latest information about MultiKey can be found at <http://www.oeaw.ac.at/kal/multikey/>.

This home page can also be used to download MultiKey.

In order to install MultiKey, you must be registered as administrator under Windows. If this is not the case, please contact the Production Manager at ÖAW or your system administrator to arrange for installation.

The downloaded “MultiKey2000.exe” file can be started by double clicking on it and selecting a directory to which the MultiKey files can be saved. Installation (install.exe) is carried out automatically.

If the red MultiKey symbol appears in the Word menu bar, MultiKey has been correctly installed.





If the red MultiKey symbol does not appear, the Office Startup directory was not found during automatic installation and you must copy the file “MltKey97.dot” manually to the startup directory. By default, this directory can be found under “C:\Programme\Microsoft Office\OFFICE 11\STARTUP”.

MultiKey installs the font “Aisa Unicode” with four font variants in the Windows font directory.

In order to use MultiKey, you must reduce the macro security level in Word. Click in the Word options (accessed via the Office Button) on “Trust center.../ Settings for Trust center... /

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

*Settings for macros*". Please select "*Deactivate all macros except for digitally signed macros*" and confirm with OK.

Once MultiKey has been correctly installed, whenever Microsoft Word is started a **security warning**  *Sicherheitswarnung* *Makros wurden deaktiviert.*  is displayed stating that "MltKey97.dot" contains macros.

Click on "*Options*" and install the certificate with which the macro projects in the document templates were signed (see Appendix). This would include the certificate in the list of "Trusted issuers" and the security warning would no longer appear.

The most important functions of MultiKey can be summarized as follows:

**F11** switches to Greek text input ("ISA Unicode" font)

**F10** switches to Latin ("Times New Roman" font)

**F12** shows the MultiKey dialogue box with all available fonts.

**Ctrl-Shift-Alt-X** is used to switch MultiKey off.

Use: Letter + modification character = new combination,  
e.g.: first "A" then "+" creates "Á"

Modification characters			
Latin		Greek	
Acute	+	Acute	+ or /
Grave	*	Grave	* or \
Circumflex	=	Circumflex	~ or =
Tilde	~ or = =	Spiritus lenis	<
Trema	(AltGr + „<“)	Spiritus asper	>
Caron	#	Trema	#

Some combinations may not work if Windows XP is being used and "Num Lock" is switched on. In this case the Num Lock function should be switched off temporarily.

The MultiKey conversion tool can be found in Microsoft Word under "*Add-Ins / Menu commands / Convert font*".

Windows Vista users have a new version of the "Times New Roman" font and do not need to use the "ISA Unicode" font.

The switching of text input for Greek from "ISA Unicode" to "Times New Roman" functions via the file "MultiKey preferences" in the MultiKey directory. Open the file and under "Use the following font for Greek (F11):" select the font "Times New Roman" instead of "ISA Unicode".

Further information can be found in the brief instructions in German (MltKey.doc) or the more detailed English description (MultiKey2000.doc), both of which can be found in the MultiKey directory.

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

### 2.1.11 Some hints on formatting

In order to structure a Word document, the text must be formatted with format templates. A distinction is made between paragraph formats and character formats.

If a paragraph is allocated to a format template, you should ensure that before allocation either the entire paragraph, or – which is somewhat easier to handle – **nothing** is marked in the paragraph.

There are three ways of allocating a format template:

1. Select a template from the menu “Paragraph format” in the user-defined toolbar under “Add-Ins”.
2. Under “Start”, click on the small arrow in the group of “Format templates” bottom right. The “Format templates” window is superimposed on the right hand side of the screen, and you can allocate a template by clicking on it.
3. Select a template from the rapid format templates list (identifiable by the miniature views with “AaBbCc”) under “Start” in the group “Format templates.”

For special formattings that are only to apply to individual characters or words, you can use the predefined character formats.

Visually, there is no difference whether a text has been formatted manually (e.g. with changed font attributes, indents and spacings) or if the appropriate format templates have been used. However, formatting is important for the structure and the further processing of the file. Paragraph formats such as Author, Main Heading, Subheading, Standard, Heading 1 to Heading 6, Footnote Text, and character formats such as Bold, Italics and Small Caps are to be found in almost every document template.

For each document template (e.g. “Varia.dot”) there is a detailed list of the format templates with references to paragraph formats, character formats and macros, together with an example text.

Before starting work, please note the following suggestions that are important for further production:

Typographic quotation marks

German „\_\_\_\_“ ,\_\_\_\_‘

English “\_\_\_\_” ‘\_\_\_\_’

French »\_\_\_\_« ›\_\_\_\_‹ «\_\_\_\_» <\_\_\_\_>

Please use the appropriate quotation marks so that no questions arise during the further processing of your data.

Please check your settings under “*Check / Check document / Set language*” and “*Office Button / Word options / Check document / AutoCorrect options / AutoCorrect options ... / AutoFormat during input / Replace during input / ‘Straight’ quotation marks replaced by ‘typographical’*” or use the function “*Insert / Symbols / Symbol.*”

Dash (p. 7–10)

[CTRL+-(ON KEYPAD)]

Non-breaking space

[CTRL+SHIFT+SPACE]

Guidelines for the creation of publications (from Word 2007)			
General	Structured text	Scans / Grafics	Appendix

Blank lines	Blank lines are only inserted between the paragraphs where they should actually occur. For smaller spacing, the paragraph format “Standard with paragraph” is available.
Lists	For lists such as “1.”, “a)”, “●” “–“ use the defined paragraph formats “List” or “List2” (for the 2 <sup>nd</sup> list level). Please do not use any automatic lists from Word, since these are not correctly taken over by most layout programs.
Emphasis	<p>Bold, Italics, Small Caps, Spaced, Superscript, Subscript, Capitals.</p> <p>The defined character formats can be used for this purpose. Some suggestions from experience:</p> <p>End input with small caps before any following dates.</p> <p>In order to place characters somewhat higher or lower, always use the same value (e.g. higher by 3 pt).</p> <p>If capitals are used for emphasis, do not write the text in capitals but use the character format “Capitals” or formatting using ctrl-shift-G.</p>
Tabs	<p>If a tab sign is inserted using *, Word uses specific default marks. Default settings are 1.25 cm – i.e. begins the first column at 1.25, the second at 2.5 and so on. These figures are usually unsuitable for clear formatting.</p> <p>In order to create lists or for other indents as required, define individual tab stops using the dialogue window (“<i>Start / Paragraph / Dialogue field Paragraph (accessed using the small arrow at the bottom right) / Tabs</i>”) or using the Word ruler (<i>Ruler button at the top of the vertical scrollbar</i>).</p>
Tables	<p>Tables are automatically taken over together with their entire contents by layout programs such as InDesign, Framemaker, 3B2.</p> <p>An empty table with the desired number of columns and lines can be inserted using the function “<i>Insert / Tables / Table / Inset table</i>”</p> <p>After inserting the empty table, mark the entire table(Shift-Alt-Num 5) and then give it the paragraph format “Table text”. If individual cells are to be centred or if other changes are necessary, these formattings must be carried out manually. Select a standard form for the tables.</p>
Text fields	On no account should you use the function [ <i>Insert/Text / Text Field</i> ]; this applies not only to tables but generally. Text fields are not taken over by any layout programs.
Captions/references Automatic content	Many authors use these convenient automatic functions in Word.



Guidelines for the creation of publications (from Word 2007)			
General	Structured text	Scans / Grafics	Appendix

Automatic index	However, please ensure that you apply the correct method when using automated procedures, specifically when creating a number of indexes.
Index entries	<p>Index entries are taken over by layout programs, i.e. even if the text is to be further processed by InDesign, FrameMaker or 3B2 the index can be created, but only if the index entries are present at the time of the import of the Word document.</p> <p>Creation of index entries:</p> <ul style="list-style-type: none"> <li>- Mark the text that you want to use as an index entry</li> <li>- Press Alt-Shift-X or select “<i>References / Index / Specify entry</i>”.</li> <li>- You can also process the text in the field “Main entry” (sometimes it is necessary for a word to be shown in the index in a different representation than in the text proper) or create a subentry.</li> </ul>
Footnotes/endnotes	<p>Footnotes or endnotes can be inserted using the command “<i>Reference / Footnotes/ Insert footnote</i>”. The correct paragraph and character formats are used automatically.</p> <p>The document templates include integrated macros that insert a tab symbol after the footnote or endnote symbol so that the formatting is correct. The macro required (“<i>Insert tabs in footnote text</i>” or “<i>Insert tabs in endnote text</i>”) should only be executed <b>once</b> per document, i.e. only upon completion of the document, since otherwise additional tab stops are inserted. If needed, you can also insert the tab stop signs manually.</p>
Special symbols	<p>The “MultiKey” tool is the best for texts in foreign languages. Some special symbols can be inserted using the menu item “<i>Insert / Symbols / Symbol</i>”, via the Windows character table or using the keyboard with the Alt-Code (e.g. Alt-0169 for the copyright symbol). However, it is important that only fonts are used that correspond with the Unicode standard. More recent Word versions allow Unicode symbols to be entered by means of the Alt-Code. When entering the Alt-Code the “Alt-Key” must be pressed and the code entered on the numeric key pad.</p>
Hyphenation, Vertical spacing	<p>“<i>Page layout / Page setup / Hyphenation / Automatic</i>” activates automatic hyphenation, but this only provides a visual effect. It is not necessary for the further processing using layout programs. Please note that no manual new lines or new pages are required and that manual hyphens should never be placed at the end of a line.</p>
Show formatting symbols	Click on “¶” under “ <i>Start / Paragraph</i> ” in order to show or conceal all formatting signs. This also allows you to see and process the XE fields for the index entries (e.g.: { XE “Index entry:Subentry” } ).

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

Pictures/graphics in word      If pictures or graphics are to be inserted in Word, they should be provided additionally as separate files.  
 Pictures and graphics should be provided as TIFF or EPS, colour pictures or colour graphics in CMYK in the correct size to satisfy the requirements for further production – taking into account printing. More details can be found in the chapter on “Scans/Graphics”.

**Finally, a few tips:**

- **Files should be named according to the examples listed under “Document names” in Chapter 2.1.6**
- **The data carrier should only carry the files required and a short list containing the file names and any references to automated procedures used, the condition of the pictures and graphics provided, etc.**
- **As a precaution, please state whether the text uses the new or the old German spelling.**



Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

## 2.2 XML Editor with editing system

Lexical texts or comparable texts that have a logic that follows a predefined structure are publications suitable for an XML editor.

For this type of publication the specific approach must be coordinated with the person responsible for electronic publications at the Press.

The structure is such that the files for the individual digital objects (e.g. for individual topic articles, biographies, geographical objects,...) are contained in XML, with the result that a website can be uploaded to the server as an online encyclopaedia. The files are to be supplied in XML 1.0 format and the corresponding DocumentTypeDefinition or schema (XSD compatible with Word 2003. See also "Microsoft Word as XML editor"). In addition, the server requires a style sheet for the HTML transformation by the server for the short/long and media view of a lexicon article.

### 2.2.1 Brief overview of XML

XML describes the structure and contents of a document. All XML files (including those without DTD) must be structured according to specified rules.

1. All elements must be closed again.
2. Account must be taken of capitals and small letters.
3. The elements must be correctly nested.
4. All XML documents must have a root element.
5. All values must be in inverted commas.
6. A series of consecutive spaces is not ignored in XML.

The data forms the main part of the document. It is structured as attributes between the tags and in the tags.

A document-definition-file (DTD file) describes the structural arrangement of an XML document. It is here that the individual tags and attributes are stated. And in addition, it lays down exactly the sequence in which the individual elements can occur. The XML file does not disclose the formatting.

XSL can be used to convert an XML document into a different document, in particular into the HTML format.

#### Advantages

- Completely hardware and software independent
- Publication of the data on different media
- XML can be used for many applications: as a database, as a document management or also for the administration of entries, lists etc.

Guidelines for the creation of publications (from Word 2007)			
General	<b>Structured text</b>	Scans / Grafics	Appendix

## 2.3 Classical Text Editor

The **Classical Text Editor** program (for *Microsoft Windows*) provides special functions for the creation of academic works: apparatus criticus, footnotes, marginal notes, line count, Unicode support, MultiKey support, cross references, indexes, writing from right to left and much more.

<http://www.oeaw.ac.at/kvk/cte/>

As under Section 2.2, the press or the Production Manager should be consulted to check whether the use of this program, for which a fee is charged, is appropriate for the publication.

## 2.4 Microsoft Word as XML-Editor

For Microsoft Word 2003 and later, it is possible to process XML files in Word. What is important is to use schema files (SSD) which are handled as the successor to DTD. Further details and templates on the handling of Microsoft Word 2003 as XML editor for the creation of structured electronic publications can be found at <http://hw.oeaw.ac.at/ep>.

Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang

### 3. SCANNING BLACK AND WHITE AND COLOUR PICTURES

#### Line/grey scale values/colour pictures

This material usually dealt with by a scanner. The technical specifications, however, also apply to images from digital cameras. The quality of the images is determined by three major factors:

1. The camera (optical, mechanical and electronic components)
2. The software (scanning software, image converter, ...)
3. The user

The total of the individual components determines the quality of the result. This chapter deals with the basic requirements for offset printing. Topics such as colour management, colour spaces, image retouching and correcting are expressly excluded from these Guidelines. The reader is referred to the many books available on these topics.

#### Technical requirements for line images

- Scan resolution 600-800 dpi
- Size corresponds with the intended use in publication
- Important: remove dust and scratches
- Saving: TIF with LZW compression (loss-free!)

#### Technical requirements for grey-scale images

- Scan resolution 300 dpi
- At least 5% and a maximum of 90% black (illuminants should be inserted during scanning!)
- Size corresponds with the intended use in publication
- Saving: Photoshop EPS (if compression, then use JPEG with maximum quality) or TIF with LZW compression (loss-free!)
- Important: account must be taken of the grey balance of the images.

#### Technical requirements for colour images

- Scan resolution 300 dpi
- Size corresponds with the intended use in publication
- When converting the pictures into CMYK: Use the separation settings for European offset printing: Maximum colour application 350 % with a maximum of 95% black.
- Saving: Photoshop EPS (if compression, then use JPEG with maximum quality) or TIF with LZW compression (loss-free!)
- Important: The colour correction of the images requires colour consistency. This can be achieved either by calibrating the monitor or by checking using colour-consistent proof systems. Ordinary monitors and printers are not colour consistent!

Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang

## 3.1 Graphics

Graphics should be created using correspondingly professional programs. These generally are characterized by being able to export or save the vector graphics in the EPS format (Encapsulated PostScript) (e.g. Adobe Illustrator, Macromedia Freehand, CorelDRAW, CAD programs,...).

Graphics created in PowerPoint, Word or Excel always require further treatment; in addition, in part substantial colour deviations can result from the conversion into printable data.

When creating graphics, particular account should be taken of the size of texts. The size reduction needed means that texts in graphics created in A4 format can be difficult to read in 15 x 22.5 cm publications. In addition, the lines used should not be less than 0.3 pt thick.

Important:

- Spot colours should only be used if they are also to be used in the printing.
- Professional graphics programs also use different colour spaces – when creating the graphics, ensure that CMYK is specified as the colour space for the document and that all colours are defined in CMYK.
- Unlike pixel graphics, vector graphics can be scaled at will without any loss of quality.
- Fill patterns from CorelDRAW cannot be taken over in other programs. Pie charts and bar charts should therefore be created with colour scales and not fill patterns.
- In order to avoid font problems in graphics, a version should be made of the finished graphic in which all the fonts has been converted into paths. This avoids the need for supplying the fonts used, and any later problems (during layout/paging or at the printer's) are prevented from the very start.

Organization of image and graphic data

Organization is an important factor for the further processing of the data. By applying unambiguous names and using the appropriate sizes and formats it is possible to substantially reduce the effort involved.

Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang

### **Digital printing**

In the field of black and white, digital printing is an inexpensive alternative to offset printing assuming an appropriate print run and an appropriate number of pages.

In the colour sector too, it is possible to make inexpensive publications with appropriate print run and a moderate colour share.

Data for digital printing must satisfy the same requirements as for offset printing.

### **RGB data**

It is basically true that technology allows digital RGB data to be processed both by offset and by digital printers. However, it should only be used if there is no alternative or if the entire work flow (colour management, calibration, profiles for the corresponding printing machines and paper types) is adjusted.

RGB data is always converted into CMYK for printing; If only for this reason, colour discrepancies are unavoidable, since the RGB colour space is considerably larger than that for CMYK.

However, even if production has already commenced, please contact the OEAW Production Manager Hannes Weinberger, Tel. 01/51581/1286, Email: [hannes.weinberger@oeaw.ac.at](mailto:hannes.weinberger@oeaw.ac.at) in any event.



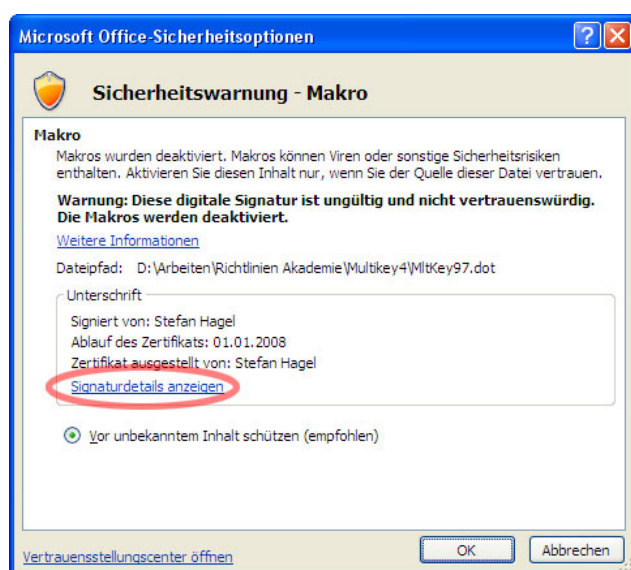
Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang

## APPENDIX

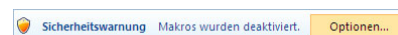
### Instructions for installing a certificate

For security reasons, macro projects can be signed with a special certificate. The screen shots have been made using “MultiKey” by Dr. Stefan Hagel. If you want to install the certificate from “Crossdesign” (with which the macros in the document templates have been signed), you can proceed according to the same method.

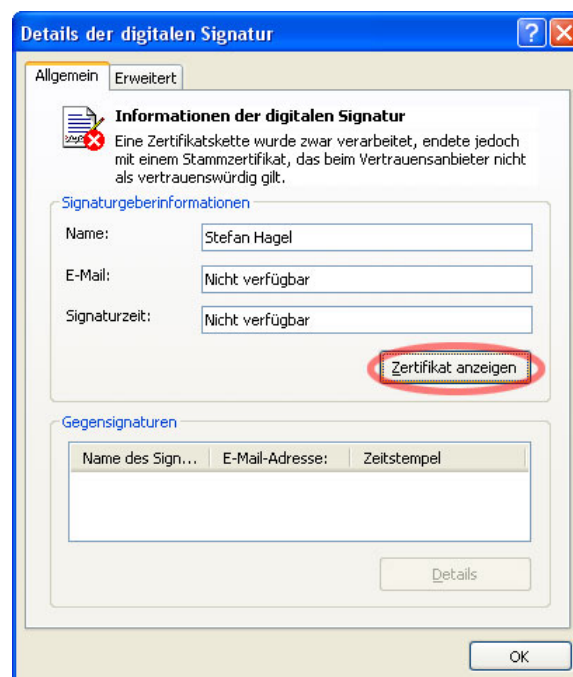
Start Microsoft Word 2007 and in the Word options (accessed via the Office Button) click on “Trust center / Trust center settings ... / Macros settings / deactivate all macros except for digitally signed macros” and confirm with OK.



When a macro project is opened for the first time, a security warning is displayed:



Click on “Options” in order to view the dialogue window “Security warning – macro”. You will find a warning that the digital signature is invalid and cannot be trusted. Click on “Show signature details”.



Click on “Show certificate...”.

Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang



Click on “*Install certificate...*”.

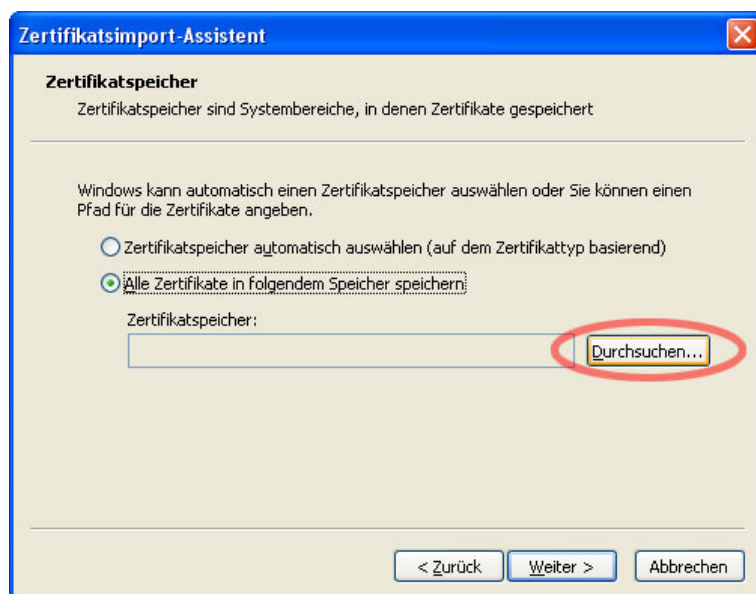




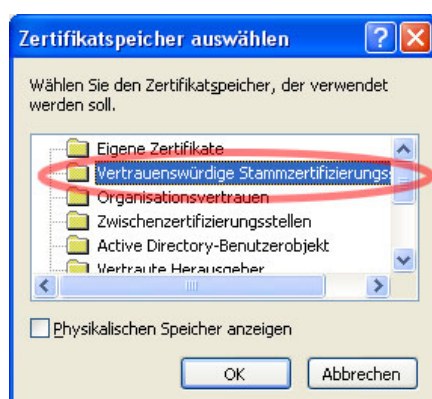
Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang



Click on “Continue...”.

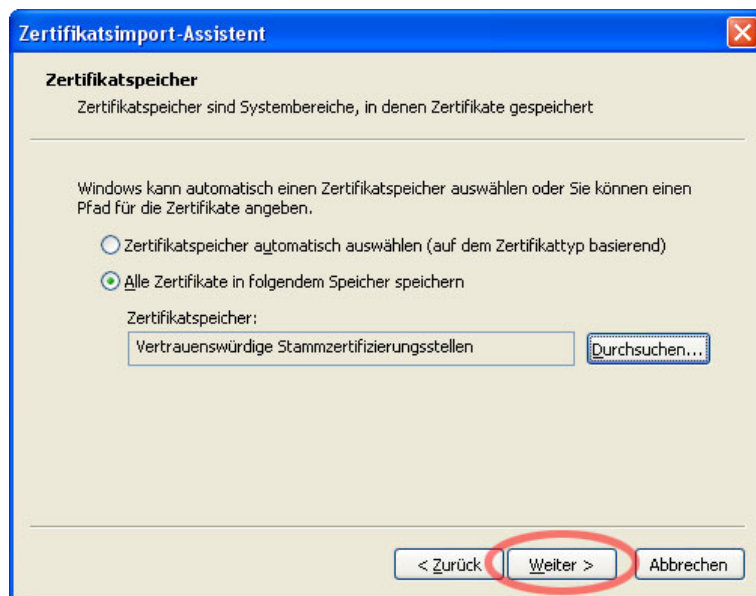


Select “Save all certificates in the following storage” and click on “Search...”

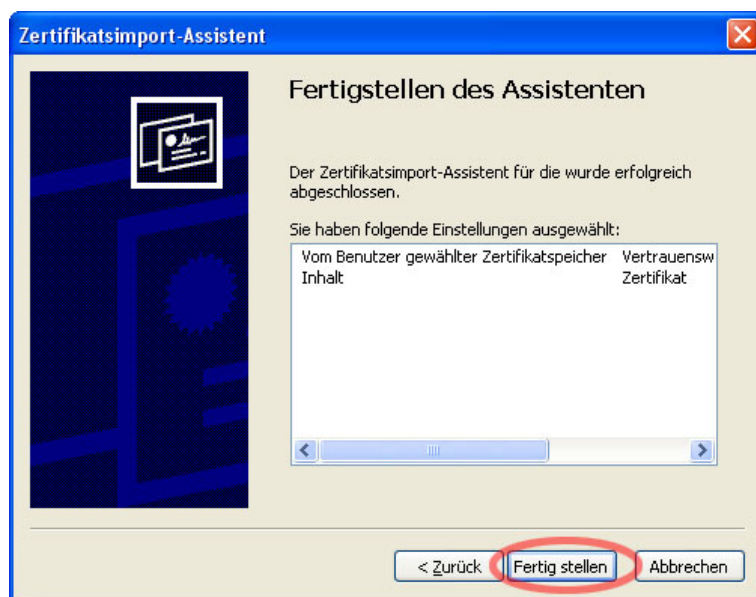


Select “Trusted root certification authorities” and confirm with “OK”.

Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang



Click on “Continue...”.



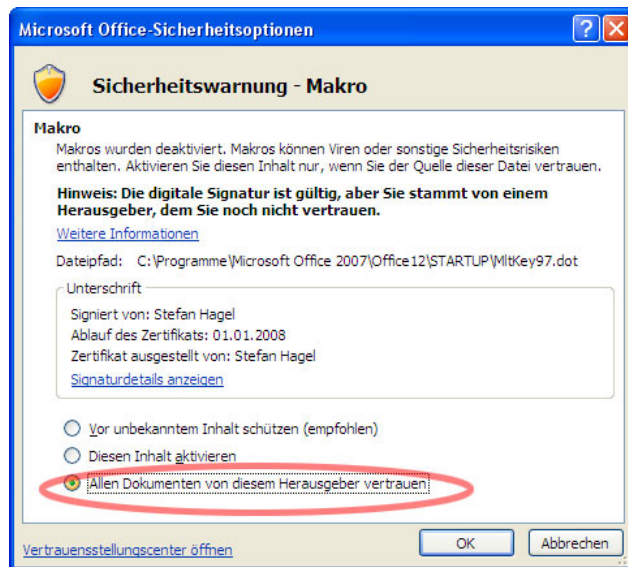
Click on “Finish...”.

Confirm the security warning that then appears with “Yes”.

Then confirm by clicking “OK” three times and close the security warning.

Shut down and restart Microsoft Word.

Richtlinien für die Erstellung von Publikationen (ab Word 2007)			
Allgemeines	Strukturierter Text	Scans / Grafiken	Anhang



The next time the macro project is opened, you can click on the field “*Always trust macros from the source*” to activate the macros.

This includes the source in the list of “trusted issuers” (“*Office Button / Word options / Trust center / Trust center settings ... / Trusted issuers*”) and the security warning will no longer appear.